

MEMORANDUM TO: C/CRD/DDS&T

FROM: CRD/DDS&T

SUBJECT: Duplicate Entries in DARE System

1. Attached are several documents which were recently returned to me as "duplicate entries" to the DARE System. The documents are not duplicated. However, in each case the information required by the 4023A form for input to the DARE System is duplicate, i.e., same date, subject, number of pages, originating component etc. The document differed in that each contained the name or names of different employees and since some of these employees were overt and others covert, the documents containing the overt names were declassified, while classification was retained on those with covert names.

2. There is presently no proper method to input this type of document to the DARE System. In the case of Attachment "A" the title is long and uses the entire number of spaces allowed on the input form. Current CRP's forbid changing the title in any way. Attachments "B" and "C" would allow enough space in the title input section, but how is this to be done? According to current CRP's, any entry in the Title area not exactly as written on the document itself must be enclosed in parenthesis. If additional information is included in parenthesis, i.e., an individual's name, that would make the document unique, but the computer stops matching when it encounters parentheses so the document would still be a duplicate in the eyes of the computer. A suggestion was made that slash marks be used rather than parenthesis (slash marks are now used for entry of letters). This could be done, however, in this case what would happen if there occurred a genuine duplication. One reviewer might declassify and the other hold the same document, and unless they both make exactly the same entry (by chance) after the slash, the document would not match.

3. I would like to suggest that perhaps the above is a problem that is best solved by leaving it unsolved. Let the computer record these instances as duplicates and take no action until such time as the document is again called forth. At that time the requester will recognize that the documents are not duplicates and appropriate action can be taken. In the meantime, we have in fact reviewed the document in compliance with Executive Order 12065 and while there might be an apparent discrepancy due to our computer system, there is in fact no discrepancy since each document is properly classified.